

INTERNAL USE ONLY

Application #: _____

Neighborhood ID#: _____

Neighborhood Enhancement Partnership (NEP) Application

The application and checklist have been designed to help you include the necessary information required to review your request for funding. Please provide as much detailed information as possible in answering the following questions. If necessary, use additional paper.

Name of Neighborhood Group or Homeowners Association

Physical Location of Proposed Project

What year was this neighborhood developed and/or when was the subdivision plat recorded?

(This information can be found on the subdivision plat map or through the city's Planning & Development Services Records division, 7447 E. Indian School Rd., Suite 100.)

Is your neighborhood currently listed with the city's Citizen & Neighborhood Resources department? If so, please continue. If not, please complete the attached "Information Form."

Pre-application Orientation Workshop Attendee (required if you are in an HOA)

Name Date Attended (must be within 2 months of application deadline)

Contact Person (must reside in neighborhood)

Mailing Address

Zip Code

Phone Number (home, work, fax)

E-mail Address

Property Management Company Name (if applicable)

Contact Person

Mailing Address

Zip Code

Phone Number (including fax)

E-mail Address

Total Cost of Project

Amount Requested

Match from Neighborhood (if any)

Has your Neighborhood Group or HOA applied for matching funds from the City of Scottsdale in the past? ___Yes ___No

If so, when? _____ How did the project benefit your neighborhood?

Please give a detailed description of the project you are proposing.

Project Timetable:

When will the project start? _____

When will it be completed? _____

NOTE: If approved, the project must be completed within six (6) months unless a time extension has been granted.

Project Budget:

Provide a detailed project budget including total project costs and requested NEP funding. HOAs need to also include how the NEP funding will be matched by the neighborhood.

NOTE: Three (3) independent bids, printed on company stationery or bid form, with contact name and phone number must be submitted with all requests exceeding \$1000 in order for the

application to be considered for funding. Please also indicate which bidder has been selected for the project.

Please provide brief statements as to how this project would meet the following criteria for your neighborhood:

1. The project would enhance the aesthetics and/or quality of life in our neighborhood by:

2. This project would correct the following major deficiency in our neighborhood:

3. The project would enhance the safety of residents by:

4. This project would support the city's efforts in water/energy conservation and clean air preservation by:

Neighborhood Communication and Involvement

5. We have communicated to the neighborhood/community about the proposed project and the funds being sought to complete it. We have also solicited neighborhood input for this project, providing visual aides to all residents that illustrate the improvement we are seeking. (Attach items such as newsletters, fliers, special brochures and/or trade publications that illustrate outlets of communication with residents.)

6. We have received written permission from private property owners immediately adjacent to our proposed project. (Attach written permission documents.)

7. *For Neighborhood Groups* - We have collected results (ballots, petitions, etc) from our neighborhood vote and/or poll conducted in support of this funding request. (Attach results.)

8. Residents will be involved in the implementation of this project by:

Funding and Participation Information

9. In order to carry out this project, if your neighborhood plans to partner with other groups and/or businesses, please identify the groups and how you plan to work together.

10. This project is a one-time expenditure and if there are any future maintenance or operational costs, they are anticipated to be:

11. We plan to finance these costs by:

12. If any other funding sources exist, please describe any limitations they may have.

NOTE: The Neighborhood Enhancement Commission shall have discretionary authority to annually amend or modify any of the preceding NEP guidelines.

Funds made available to successful applicants will be paid directly to the HOA or appropriate party upon satisfactory completion of the proposed project or improvement and when paid invoices and/or receipts and photos are submitted to the Citizen & Neighborhood Resources office.

The Applicant understands and fully acknowledges that, to the fullest extent allowed by law, they shall indemnify and hold harmless the City of Scottsdale and its representatives, from and against all allegations, claims or damages arising from or resulting from any work or services with respect to the Neighborhood Enhancement Partnership project funding.

Signature

(Person duly authorized to sign on behalf of HOA or Neighborhood Group)

Date

Please submit your application, along with all required material listed above, in a sealed envelope to:

Citizen & Neighborhood Resources

C/O NEP Program

7447 E. Indian School Road, #300

Scottsdale, AZ 85251

Applications may also be dropped off at any of the city's Citizen Service Centers. To locate one near you, call (480) 312-7900.

For assistance, please contact Citizen & Neighborhood Resources at (480) 312-3111, or e-mail us at

Neighborhoods@ScottsdaleAZ.gov

NEIGHBORHOOD ENHANCEMENT PARTNERSHIP (NEP) PROGRAM

Application Checklist

Please complete and sign this sheet. Do not submit your application for funding unless you can check all of the following:

- ☐ 1. My neighborhood is currently listed with the Neighborhood Notification Program. (If not, please submit the "Information Form".)
- ☐ 2. *For HOAs* – At least one representative/contact person from our neighborhood has attended an Orientation Workshop two (2) months prior to the application deadline. (All may attend; required for HOAs)
- ☐ 3. We have met with neighbors to discuss the project(s) and neighborhood support. Applications from Neighborhood Groups should represent at least 50% of the specific neighborhood – block, complex or street.
- ☐ 4. We have attached letters of authorization from appropriate groups and/or agencies, where applicable (HOA board members, utility companies, etc.).
- ☐ 5. We have submitted official correspondence or documentation from outside agencies (City of Scottsdale, Maricopa County, Federal or State government, etc.) if applicable, that show this project will resolve an on-going neighborhood concern or problem.
- ☐ 6. We have attached all necessary private property permission forms from those property owners directly impacted by this project.
- ☐ 7. *For Neighborhood Groups* – We have submitted all collected results (ballots, petitions, etc.) from our neighborhood vote and/or poll conducted in support of this funding request.
- ☐ 8. We have attached a detailed budget including total project costs and requested NEP funding. (HOAs also need to explain how the NEP funding will be matched by the neighborhood)
- ☐ 9. We have attached a minimum of three (3) professional price quotes/estimates for all work totaling more than \$1,000 in our funding request. (Bids must be printed on a bid form or company stationery which includes the contact name and phone number.)
- ☐ 10. We have included color photographs of the proposed project area. (If approved for funding, photos of the completed project will need to be submitted with reimbursement documentation.)
- ☐ 11. We have provided plans or maps showing the proposed project in relation to the neighborhood and surrounding community.
- ☐ 12. *Miscellaneous items* – We have attached any other items such as recent newsletters or neighborhood fliers that show communication to the neighborhood regarding the project, special brochures or trade publications that visually depict the improvement we are seeking and any other items we feel appropriate for this request.
- ☐ 13. We have attached the NEP application.
- ☐ 14. We have attached the NEP checklist.

Contact

Date